

# **Centennial City Clerk Monthly Report February 2013**

## **Activity**

### **Boards and Commissions**

The Ad Hoc Appointment Committee for the Liquor Licensing Authority was staffed by the City Clerk. Recommendations were made to City Council for re-appointment of two incumbent members.

### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed two City Council meetings in February. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

### **Senior Commission**

The Senior Commission met for their monthly meeting on February 12<sup>th</sup>. The Commissioners also met on Saturday, February 16<sup>th</sup> for a work session to discuss the Village to Village concept.

### **Liquor Licensing**

The Liquor Licensing Authority Meeting did not meet in February.

Eight (8) renewal applications were processed by the Deputy City Clerk in February.

The City Clerk's office received an application for a transfer of a Retail Liquor Store License from Kisanet Kidane Abraha, dba Arapahoe Village Liquors, 5070 E. Arapahoe Road #A2. This application was processed administratively and sent to the State for approval.

### **Passports**

Two-hundred and eighty-eight (288) passport applications were accepted and sent to the U.S. Department of State in February. One-hundred and seventy-three (173) photos were taken.

### **Public Records Request**

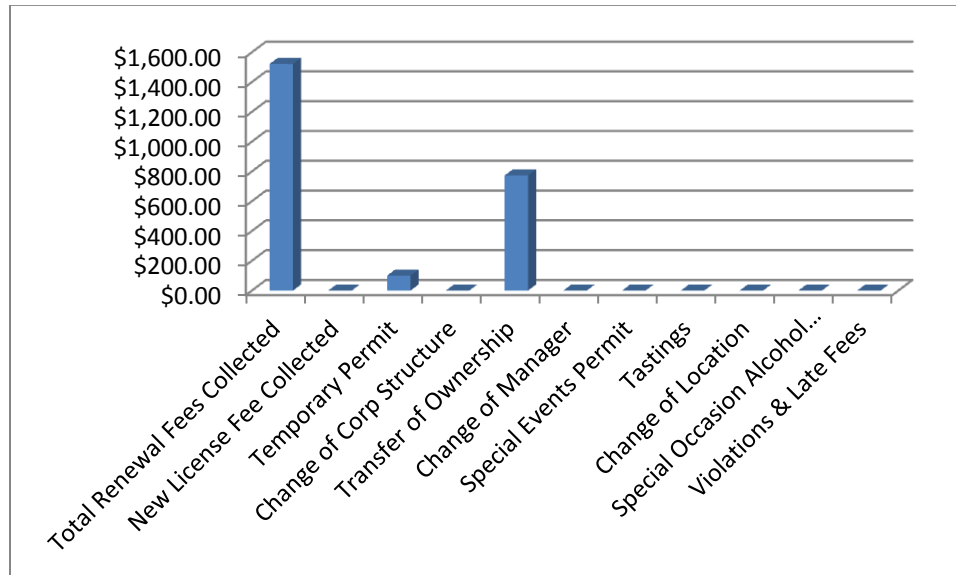
The City Clerk's office processed six (6) public records requests in February. All requests were completed in a timely manner according to the Colorado Open Records Act.

## Fees

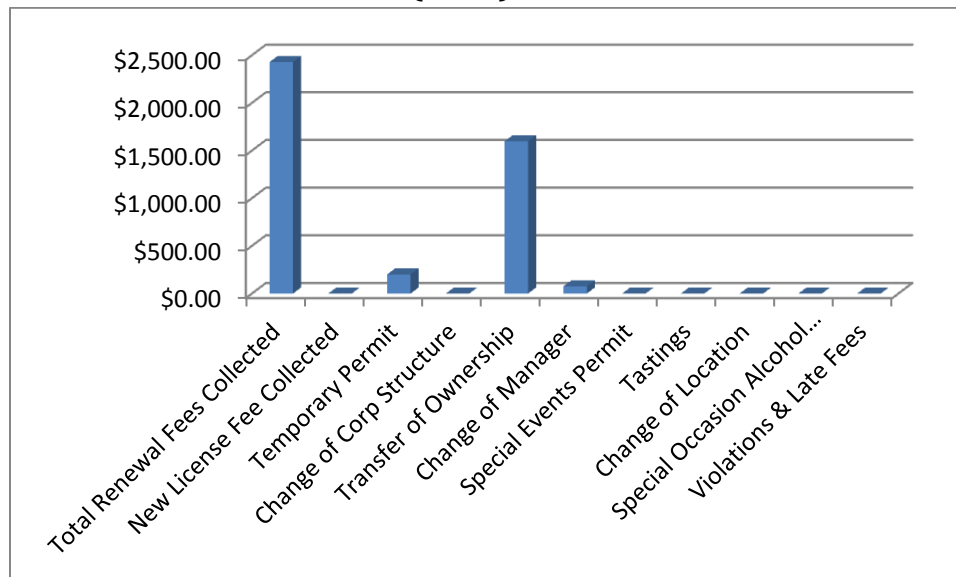
### Liquor Licensing

Total Licensing Fees Collected February 2013: **\$2,393.75**

#### February 2013



#### Year to Date Fees Collected (2013): \$4,301.25



### Passports

Total Passport Fees Collected February 2013: **\$8,930.00**

Execution Fees to the City of Centennial: \$7,200.00

Photo Fees Collected: \$1,730.00

**Public Records Request**

Total Public Records Request Fees Collected February 2013: **\$0.00**

Year to Date Total Fees Collected 2013: **\$0.00**

**Total Fees Collected by the City Clerk's Office Year to Date (2013): \$22,291.25**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$4,301.25</b>	<b>\$0.00</b>	<b>\$17,990.00</b>	<b>\$0.00</b>

<b>Special Projects / Trainings</b>
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The Deputy City Clerk attended a Metro Area Liquor Investigators meeting in Arvada. A presentation on show cause hearing proceedings was given.

The Deputy City Clerk, along with IT staff, attended a SIRE User's group meeting in Longmont. Colorado municipalities, counties and special districts that use SIRE products were in attendance and shared tips for using SIRE.